



Department of ADMINISTRATIVE SERVICES Job Postings



CAPITAL COMMUNITY COLLEGE – **Extended Closing Date**

Assistant Professor/Program Coordinator

Health Information Management

10 Month Tenure Track, Standard Appointment

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 950 Main Street, Hartford, CT 06103

Job Posting No. 00049349

Hours: Schedule varies based on class schedule; 35 hours per week

Salary: \$63,732.00 approximate annual.

Closing Date: Letter of application must be postmarked no later than June 23, 2017

Eligibility Requirement:

A Master's degree in Health Information Management or a related field from a HIM program accredited by the Commission on Accreditation for Health Informatics Management Education (CAHIIM). Registered Health Information Administrator (RHIA) certification or Registered Health Information Technician (RHIT) certification and three years of work experience in the field required. College teaching experience with an ethnically diverse and urban student population is desirable.

Special Experience:

Applicants should be able to show evidence of commitment to the mission of a comprehensive community college with an urban, non-traditional, multicultural student population.

Knowledge, Skills and Abilities:

Under the supervision of the Chair of the Health Careers Department, the Assistant Professor/Program Coordinator of Health Information Management will prepare and teach college-approved courses in accordance with course descriptions and class schedules, develop course syllabi, participate in the assessment of student learning and meet the responsibilities of all faculty members, including academic advising. The Assistant Professor/Program Coordinator of Health Information Management will also seek and maintain national program accreditation from CAHIIM and will be responsible for program marketing, student recruitment and academic planning. Additional responsibilities include curriculum planning and development, supervision of program faculty members, development and supervision of professional practice experiences for students, building and maintaining an active advisory board, and developing and maintaining local business partnerships within the HIM community.

Substitution Allowed:

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions: Send letter of intent, BOR Employment Application (found on the following website: <https://www.capitalcc.edu/wp-content/uploads/2016/10/BOR-Employment-Application.pdf>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Josephine Agnello-Veley, Director of Human Resources

Capital Community College

950 Main Street

Hartford, CT 06103

Email: CA-HRAplicant@capitalcc.edu

No phone inquiries; submit only one application package via email or regular mail.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: rkelly@Capitalcc.edu